

File No. 130 – ITPO(434) Pub-2013
INDIA TRADE PROMOTION ORGANISATION
Pragati Bhawan , Pragati Maidan, New Delhi -110001

EMPANELMENT OF ADVERTISING AGENCIES

India Trade Promotion Organisation(ITPO) is a premier trade promotion agency of the Government with international standard exhibition and convention facilities. ITPO hosts about 20 exhibitions and other trade events every year at Pragati Maidan and other centres in India besides participating in nearly 36 overseas fairs.

Applications are invited on behalf of CMD, ITPO, from reputed advertising agencies, fully accredited with the INS, having either head office or branch office in Delhi/NCR for empanelment with ITPO for one year, extendable by one year subject to satisfactory performance which will be evaluated at intervals. The agency should have a minimum billing of Rs. 5.00 crore per annum by Delhi/NCR office for last 3 years and at least 5 years experience of working with Central Ministries /Government Departments, PSUs. Additional weightage will be given to those agencies having offices in Mumbai, Chennai, Kolkata and Bangalore .

Duly filled application form alongwith non- refundable application fee of Rs. 25,000/- through Demand Draft drawn in favour of India Trade Promotion Organisation, New Delhi, to be submitted in a sealed envelope clearly super scribed "Application for empanelment of Ad. Agencies" to the Publicity & P.R. Division, ITPO by 29.04. 2013 (10.30 a.m. to 4.00 p.m.).

- Short- listing will be made on the basis of agency presentation by eligible agencies, date and time for which will be intimated.
- Short-listed advertising agencies will be required to make creative presentation to the Selection Committee for the empanelment.
- ITPO reserves the right to accept/reject any of the application without assigning any reason thereof.
- The decision of ITPO in the selection of advertising agencies will be final and binding.

Deputy General Manager (PR)



INDIA TRADE PROMOTION ORGANISATION

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APPLICATION FORM FOR EMPANELMENT OF ADVERTISING AGENCY

NAME OF THE AGENCY :

OFFICE :

PHONE :

FAX :

E-MAIL :

CITIES WHERE AGENCY HAS OFFICES :

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YEAR OF ESTABLISHMENT

YEAR OF FULL ACCREDITATION WITH INS:
(To be supported by copy of INS Certificate)

TURNOVER OF YOUR AGENCY (Delhi/NCR Office) DURING PAST 3 YEARS IN LAKHS:
(To be supported with CA's Certificate)

Years	TOTAL (all over India)	DELHI/NCR		
		PRINT AD	ELECTRONIC	OTHERS
2010-2011				
2011-2012				
2012-2013				

Employee strength of your Agency in Delhi/NCR :.....

ARE YOU SERVING OTHER GOVT./ PSU CLINETES : **YES** **NO** (please tick)

Name 3 of your Top Govt. /PSU Clients: (to be supported by photocopy of Letter /Release order)

1.
2.
3.

HAVE YOU SERVICED ITPO EARLIER : **YES** **NO** (Please tick)

If yes, mention your period of empanelment:

Signature

Name and Designation of
Authorized Signatory with Seal

NOTE : Please enclose your company profile.

Documentary evidence wherever mentioned must be attached in the form asked for. In absence of the same, the application will be summarily rejected. ITPO reserves the right to accept or reject any or all applications without assigning any reason thereof.